

[Your Company Letterhead]

Date: [Current Date]

To:

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Company Address Line 1]
[Company Address Line 2]

Subject: Correction of Invoice Date – Invoice #[Invoice Number]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an error regarding the date listed on invoice number **[Invoice Number]** previously sent to your organization.

The invoice was originally dated as **[Incorrect Invoice Date]**, which was entered in error. The correct date for this invoice should be **[Correct Invoice Date]**. We apologize for any confusion this may have caused and appreciate your understanding.

Please update your records to reflect the correct invoice date. You may process the payment based on the corrected date as stated above. If you require a revised copy of the invoice, kindly let us know, and we will provide it promptly.

We highly value our business relationship and strive to ensure all our records are accurate and up to date. Thank you for your attention to this matter.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Email Address]
[Your Phone Number]